



## INSTRUCTIONS

### PARCEL NUMBER COLUMN

List all parcels that are located in the ER TID. Include all exempt property.

### CLASSIFICATION COLUMN

In this column indicate the assessment classification of each parcel.

Class 1	–	Residential
Class 2	–	Commercial
Class 4	–	Agricultural
Class 5	–	Undeveloped
Class 5m	–	Agricultural Forest
Class 6	–	Forest
Class 7	–	Other *
Class X	–	Exempt

Classes, 4, 5, 5m or 6 must not have improvement values.

\*The 'other' class is used for farm buildings and the land on which they are located.

### OTHER TAXING ENTITIES COLUMNS

For each of the next six columns (school district through county):

- a. In the column heading, list the name of the taxing jurisdiction in which the ER TID lies.
- b. In the boxes below, place a check mark in the columns that apply for each parcel.

If any other districts are involved, (e.g., lake management districts, a second sanitary district, a third school district, etc.), relabel one of the columns not needed and use it to identify parcels affected.

### ASSESSED VALUE OF REAL PROPERTY COLUMNS

In the blank provided in the heading of the last three columns, fill in the year in which the assessed values were determined. This should be the same as the year DNR issued the remediation certificate.

For each parcel, list the value of the land, improvements and total assessed value. Also, include parcel numbers for exempt property. Identify the taxing entities, and put a zero or a dash in the value columns.

### ANNEXED PARCELS REQUIRE SPECIAL TREATMENT

If any portion of the district was annexed to the city or village after the assessment date in the creation year, the parcel(s) involved should be entered on a separate parcel list. All of the data required for other real estate parcels in the district should be provided. The classification and assessed values will have to be obtained from the municipality in which the property was located prior to the annexation.